



Ravalli County Human Resource Office
215 S. 4th Street, Suite B
Hamilton, MT 59840
Phone: (406) 375-6516
Fax: (406) 375-6523
E-mail: erosenthal@ravallicounty.mt.gov

Position For Which You Are Applying: _____

Name: _____
Last First Middle Initial

Present Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Telephone: _____
Home Work

Social Security Number: _____

Ravalli County is an equal opportunity employer that encourages applications from All persons regardless of race, religion, sex, age, National origin, or disability.

*Do you need any accommodation to participate in the application or interview process? _____ Yes _____ No

EDUCATIONAL EXPERIENCE:

High School	Location	Diploma (Yes, No)	
College	Location	Degree, Major/Minor	Date Graduated
Trade/Business School	Location	Degree/Diploma/Course of Study	Date Graduated

Work Experience: Current Employer

Name of Employer	Supervisor	From (Mo/Yr)	To (Mo/Yr)
Address of Employer	Street	City	State Zip
Position	Duties (Attach Additional Sheet, if Necessary.)		

Work Experience: Former Employers (Begin with Most Recent. Attach Additional Sheets if Necessary.)**1.**

Name of Employer	Supervisor	From (Mo/Yr)	To (Mo/Yr)
Address of Employer	Street	City	State Zip
Position	Duties (Attach Additional Sheet, if Necessary.)		

2.

Name of Employer	Supervisor	From (Mo/Yr)	To (Mo/Yr)
Address of Employer	Street	City	State Zip
Position	Duties (Attach Additional Sheet, if Necessary.)		

Professional References:

1.

Name	Address	City, State, Zip	Telephone
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2.

Name	Address	City, State, Zip	Telephone
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3.

Name	Address	City, State, Zip	Telephone
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Recommendations:

May we contact your references, your present employer, and your former employers for recommendations?

_____ Yes _____ No If **NO**, please explain why not.

Skills and Experience:

Indicate the skills and experience you have for the position for which you are applying.

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Special Qualifications:

What special work experience, training, or other qualifications do you have that will, in your opinion, make you successful in the job you are seeking?

[illegible]

Since you are applying for a position that may involve working with the general public, please complete the following section:

Have you ever served any portion of a criminal sentence, been charged with or convicted of, or been on probation or parole from any offense that involves any form of violence to include, but not limited to, assault, rape, child abuse, child molestation, extortion, blackmail, coercion, or any crime which involves drugs?

_____ Yes _____ No

If **YES**, explain the nature of the crime, place, and date or correction or sentence.

Since you are applying for a position that may involve the handling of money or county property, please complete the following section.

Have you ever served any portion of a criminal sentence, been charged with or convicted of, or been on probation or parole from any offense that involved embezzlement, fraud, stealing, robbery, extortion, blackmail, or coercion?

_____ Yes _____ No

If **YES**, explain the nature of the crime, place, and date of correction or sentence.

If you are applying for a position that may involve driving a county vehicle, please complete the following section.

Have you ever served any portion of a criminal sentence, been charged with or convicted of, or been on probation or parole from any offense that involved alcohol and/or drug driving related offenses?

_____ Yes _____ No

If **YES**, explain the nature of the crime, place, and date or correction or sentence.

MILITARY SERVICE:

Are you a Veteran? _____ Yes _____ No Dates of Service: _____

I hereby authorize Ravalli County to inquire from any of my former and current employers and references regarding my background, employment, and performance and to confirm the accuracy of the information I have provided in this application. I release and hold the County harmless from any liability arising from such inquiry. I understand that misrepresentation or omission of information requested is cause for dismissal, and I affirm that the information provided in this application is complete and accurate.

Applicant's Signature

Date

DEMOGRAPHIC INFORMATION

The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of the individual applicants on the basis of visual observation or surname.

Ethnicity

Hispanic/Latino

Non Hispanic/Latina

Race (mark one or more)

White

African American

American Indian/Alaska Native

Asian

Native Hawaiian or other Pacific Islander

Gender

Male

Female

Ravalli County is an Equal Opportunity Employer. Complaints of discrimination should be sent to:
USDA, Director, Office of Civil Rights, Washington, D.C. 20250-9410